

**AMY MARIE BRADLEY, CPP**

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Freedom, WI 54130

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**WORK EXPERIENCE:**

August, 2005  
Current

**Schenck SC**  
Appleton, WI

**Operations Lead - Payroll**

Responsible for supporting operational area of payroll services department. Work with payroll vendor with system issues.

Research unique payroll issues and advises internal personnel and/or clients. Inform staff and clients on compliance changes.

**Party Concepts, Inc.**  
Appleton, WI

February, 2000  
March, 2005

**Payroll Supervisor**

Responsible for processing payroll for 170 stores and corporate headquarters. Responsible for timely and accurately filing and deposit of 40 states payroll taxes. Ensure compliance on all Federal, State and Local payroll related laws and regulations. Responsible for Payroll J/E and balancing payroll related accounts. HRIS for Lawson Payroll System. Supervised Administrative Associate responsible for data entry and maintenance of personnel files.

July, 1999  
February, 2000

**Payroll Administrator**

Responsible for processing payroll for the store personnel. Responsible for timely and accurate filing and deposit of multi-state payroll taxes.

**Service Merchandise Co. Inc.**  
Out of Business, Nashville, TN

February, 1996  
May, 1999

**Compliance Supervisor**

Responsible for the timely and accurate filing and depositing of payroll taxes for 35 states, 15 EIN's, for 400+ locations. Supervised 3 Administrative Associates responsible for over taxes, garnishments and commissions.

March, 1994  
February, 1996

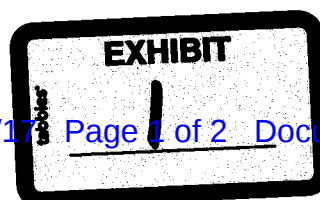
**Control Specialist**

Responsible for accurate balancing of the payroll system. Ensure that all tax and payroll records remain in balance. Work with financial institutions in regards to direct deposit and stop payments on checks.

March, 1993  
March, 1994

**Garnishment Specialist**

Responsible for processing and timely payment of over 500 weekly garnishments.



October 1990  
October, 1992

**Sierra Construction Corp.**  
Las Vegas, NV

*Payroll Clerk*

Responsible for weekly computerized field payroll and payroll transcripts. Filing of union reports and workers compensation claims. Posting to and balancing of Vendor, Subcontractor and Cost Control Ledgers.

December 1987  
March 1990

**Wright Companies/Express Oil & Gas of Nevada**  
Out of Business, Las Vegas, NV

*Payroll/Personnel*

Responsible for multi-company payroll transactions, Adminstrating benefits, including health insurance, 401k, and 125 plan. Also, timely reporting of payroll taxes, and balancing payroll related General Ledger Accounts.

November 1984  
July 1987

**Humana Insurance (formerly Employers Health Ins. Co.)**  
Green Bay, WI

*Payroll Accountant*

Prepare all changes, additions, and deletion for employee data profile and payroll transactions. Responsible for information updates in regarding to payroll benefits, reporting payroll taxes timely and accurately for Federal, and several states, counties and cities.

April 1984  
November 1984

*Assistant Accountant*

November 1982  
April 1984

*Bank Reconciliation Clerk*

August 1981  
November 1982

*Budget Clerk*

August 1981  
August 1980

*File Clerk*

**EDUCATION:**

September 1997

Received C.P.P. Certification from American Payroll Association

January 1981  
May 1987

Fox Valley Technical College, Appleton, WI  
Attended Accounting Associate Degree Program

**REFERENCES:**

Provided upon request